

**Meeting Minutes**  
**Advisory Committee on**  
**Legislative Space Allocation and Design**  
**Friday, April 28<sup>th</sup>, 2006**  
**Senate Caucus room**

The meeting was called to order at 9:07 am by Senator Joe Stegner, Co-chair. Members present were Senators Cameron and Werk and Representatives Deal, Black and Jaquet. Absent and excused were Senator Geddes and Representative Denney, Co-chair. Staff members present were Jeff Youtz, Supervisor, Budget & Policy Analysis; Eric Milstead, Budget & Policy Analyst; and Lisa Kauffman, Committee Secretary. Also in attendance were Carl Bianchi, Legislative Services; Pam Aherns, Dept. of Administration; Tim Mason and Jan Frew, Division of Public Works; Paul Brown, 3DI Engineers; Tom Woodall and Mark Woodall, Lemley/3DI Engineers; John Maulin, CSHQA Architects, Dawn Hall, Division of Financial Management; Jeannine Wood, Mary Sue Jones, Rusti Horton, and Sara Jane McDonald, Senate Staff; and Pamm Juker, Jeanne Ludwig, Terri Franks-Smith and Al Noyes, House Staff.

**Paul Brown**, 3DI, and **John Maulin**, CSHQA Architects, took the committee on a walking tour of the Statehouse to discuss the key issues that were raised at the April 4<sup>th</sup>, 2006 meeting. These issues included where the new elevators and stairways would be located, what space would best function as caucus rooms, how the atrium wings and the Capitol building would be seamlessly integrated, how the approach to the garden level wings would work and how the basement level under the rotunda would be used.

**Mr. Brown** started on the 4<sup>th</sup> floor and worked down from there. He pointed out that on the 4<sup>th</sup> floor in the Senate chambers the master plan called for the existing solid wall to be removed and a glass wall with curtains be installed to facilitate viewing of the Senate floor for spectators. **Senator Cameron** commented that he was not sold on that idea and would like to hold off on that decision until he could discuss it with members of the Senate.

The location of the proposed high speed elevator and circulation stairway is planned for the northwest and northeast corner of the Capitol, which would displace **Jeannine Wood** and staff of the Senate and **Pamm Juker** and staff of the House. Relocating them to the current kitchen areas would allow them to remain near the chambers and leadership offices. The proposed stairways and elevators would be off limits to the public unless needed for an emergency situation.

On the third floor level, the committee toured the JFAC meeting room, JFAC chair suites, and budget staff offices and **Senator Werk** noted that although the JFAC room is one of the largest meetings rooms currently in place, in the future it may not be big enough to accommodate the needs of future legislatures and the public. There was some discussion of moving the bench back towards the outer wall to expand audience seating but it was felt that may entail too many logistical problems.

In touring the budget staff offices, the committee looked at the office which houses the elevator that runs down to the Attorney General's office. It was mentioned that perhaps that elevator could become functional again if needed. **Jeff Youtz** suggested that in order to increase budget staff and JFAC co-chair office space for future legislative needs, that a small, circular stairway be constructed in the back of the JFAC hearing room that would lead up to the fourth floor to the Gold Room. The current space occupied by the Gold Room and the House Chair Suites would be cut in half, allowing the budget staff and co-chairs to have offices upstairs. The other half of the Gold Room and House Chair Suites would be used as smaller conference rooms for legislators to hold small meetings with constituents.

The first and second floor is under the Governor's jurisdiction. Currently, Legislative Services has a Memorandum of Understanding (MOU) with the Governor for use of their current office space. It is not known at this time if the Attorney General, Secretary of State or the Treasurer's Office will remain in the current building or move to another location within the Capitol Mall Complex. If they do relocate, then that will free up additional office space within the Capitol for Legislative Services and legislator offices.

The committee toured the basement level and reviewed the space currently housing the press/media bullpen, Legislative Services, and the Secretary of State's offices. This space has windows at the basement level that allow in natural light, but the current occupants are crowded in that area. There was some discussion of relocating the lobbyists and a snack bar in the rotunda area to this level so they could have close access to both sides of the garden level wings.

At the conclusion of the tour, the committee met back up in the Caucus room to discuss their observations and concerns.

Before starting the discussion, **Chairman Stegner** asked the committee for approval of the minutes of the April 4, 2006 meeting. **Representative Deal** made a motion to accept the meeting minutes of April 4, 2006. Motion was seconded by **Senator Cameron**. Motion was unanimously accepted by the committee.

**Representative Deal** wanted to know if it was this committee's job to allocate space for just the legislature and staff or if they were also responsible for allocating space to the Attorney General and others currently residing in this building.

**Chairman Stegner** recommended that the committee review the questions posed at the last meeting and then list any questions that have not been answered from the tour.

**Pamm Juker** asked what the plan would be for the garden level areas during non-session time, would the space be open and useable to the public or would it be closed off during the interim.

**Chairman Stegner** replied that his impression is that there would be an increased visitor load once the renovation is completed and would like to see the garden level remain open year round. He envisions that if legislators had their offices located in the garden level that most of them would use them for meetings when they came to town so that area would need to remain open.

**Pamm Juker** inquired if there would be a security system tied into the tunnel if there was public access to the garden level. **Tim Mason** replied that the existing tunnel would remain for employee use only with no public access.

**Pamm Juker** also inquired about the level of cell phone access in the garden level. **Chairman Stegner** replied that other states with underground wings do have problems with cell phone service. **Paul Brown** stated that we could get a central cell antenna system to distribute throughout the building that would enhance coverage and that will be accounted for in the renovation plan.

**Pamm Juker** stated that she would like to keep leadership, the chief clerk, fiscal officer, docket and journal clerks, sergeant at arms, pages, and all staff associated with them on the third floor of the statehouse together, if possible, and have all committee chairs and staff moved to the new garden level wings adjacent to their committee rooms.

**Chairman Stegner** responded by saying that he would like the Senate to mirror the house in regards to that issue and that on the fourth floor of the rotunda he would like to see small conference/meeting rooms and a majority and minority caucus room for both houses. However, if the committee decides they want food service near the chambers that would need to be located on the fourth floor as well since there won't be room for that on the third floor. **Chairman Stegner** said he envisioned that the proposed cloak rooms, which are currently the Senate and House caucus rooms, would have a food and beverage table that would supply snacks for the legislators. He feels that food services should be

located in the new wings because the proper ventilation, power supply, access and safety measures could be designed to code rather than having them in an office environment in the third or fourth floor. A single location for food preparation could be implemented with a separate dining space for House and Senate members.

**Pamm Juker** expressed concern that for security reasons, we keep the high speed elevators restricted to staff use only during the interim since a lot of times there are only one or two legislative staff members working.

**Representative Jaquet** asked **Pam Ahrens** for clarification on the roles that her team will play and the role that **Paul Brown** and **Tom Woodall** will play in the restoration. **Director Ahrens** stated that **Tim Mason** is the Administrator, Division of Public Works, but that **Jan Frew**, Deputy Administrator, Division of Public Works, will be the project manager for the restoration and addition. **John Maulin**, CSHQA, the architect who was hired to design the Master Plan, will also work on the restoration portion of the project and will do updates on the Master Plan in conjunction with adding of any additions. **Paul Brown**, 3DI, is in partnership with Lemley and Associates, and he will be acting in an oversight role and working on the coordination of the restoration and the design of the new wings. This is a team effort between all of them to work with the Executive Branch and to give advice to the Division of Public Works on how we move forward on the programming and the design portion of the project. They have not yet hired the design build team for the wings or gone through the competitive bid process for the actual construction and restoration part of the plan.

**Chairman Stegner** asked **Paul Brown** to respond to the issues raised at the April 4th meeting and to address any concerns that were raised during today's discussion that were not answered earlier. **Mr. Brown** did present the committee with a new concept on the expansion. These plans included a two-story portion of the wing addition where the smaller hearing rooms will have a lower ceiling because the ceiling height is not required to be as tall, and in the larger hearing rooms, that these will be situated to where they will be in the one-story portion of the addition so the taller ceilings can accommodate the volume of space that the larger rooms need. He is suggesting that the committee consider this option because it will increase the volume of the room and enable them to slope the floor for auditorium style seating and will also keep the addition above the water table. And, there will be no square footage lost with this option.

**Senator Cameron** expressed concerns that this option was not the one sold to the legislature even though the square footage is the same, the footprint is not. **Mr. Brown** reiterated that this option is much more efficient than the previous

one and allows the addition to stay above the water table. The evolution of the design process, the needs of the legislature and the water table have all been taken into consideration in proposing this new option. The committee was open to this option and requested time to consider it further.

**Representatives Black and Jaquet**, and **Senator Cameron** requested that Legislative Services staff be located either in the wings or directly adjacent to the wings for maximum accessibility to the legislators and the hearing rooms.

The issue of a food service area was brought up and it was decided that there would be one central food preparation area with each house having its own dining rooms.

**Representative Jaquet** asked where the loading area would be for the buses coming to tour the building and **Mr. Brown** replied that at this time it would be towards the back side of the building on State Street. She then asked where the freight deliveries would be handled, and **Mr. Brown** replied that currently they are handled by a loading dock behind the parking garage. With the possibility of a food service area in both wings, the building would benefit from either a freight elevator or loading dock built next to the building. This is a consideration that **Mr. Brown** will explore.

The committee decided that each committee chair would have their own office in the wings addition with their secretary adjacent and next to their committee meeting room.

The subject of a gift shop in the Capitol was brought up and the committee felt that a snack bar or vending machines should be located within the gift shop. The committee specified that no vending machines be located in the hallways or out in any open space in the renovated Capitol. The visitor center could be located within the gift shop or located separately on the first floor of the Capitol.

The committee discussed providing offices for the media in the basement which would include Idaho Public Television, the permanent Idaho Statesman staff, print media that comes in during the session only, and public radio. Setting up a room with study carrels and computer hookups will accommodate the print media and then provide IPTV a separate room for their studio.

A room on the basement level for the lobbyists with running water and phone jacks was thought to possibly be the best place at this time but that may change once the final plans are drawn.

Since the JFAC committee room will remain the same, extra space for additional Budget and Policy Analysis (BPA) staff was discussed. The committee felt that by

expanding the BPA offices up to the 4<sup>th</sup> floor and taking the back half of the Gold Room and House Chairman suites this would provide extra office space for the BPA staff and the JFAC Co-chairs and their secretaries. This addition of office space on the 4<sup>th</sup> floor would be connected to the 3<sup>rd</sup> floor by a small stairway located adjacent to the JFAC room for staff and JFAC member use only.

Space for the Legislative Services Offices will need to be considered with a larger Legislative Library. **Carl Bianchi** suggested that the committee leave the decision to **Paul Brown** to find space for LSO that will be as close to the legislators as possible. **Senator Cameron** inquired as to whether Office of Performance Evaluation will be located within Legislative Services or located off site as they currently are. **Paul Brown** said he will consider putting them with LSO in his design.

**Chairman Stegner** commented that he felt that all legislator offices except Senate/House leadership, JFAC Co-chairs, and staff associated with both should be located in the wings. The committee agreed and **Mr. Brown** will look into that.

**Mr. Brown** brought up the topic of protective measures against terrorism and he stated that they would be working closely with the county and city law enforcement agencies to insure the latest measures would be put in place to prevent a terrorist attack.

**Tim Mason** stated that there is a very tight timeline and that when they back plan from the date that we are expected to move back into the renovated Capitol, there is very little time left so he is requesting that this committee give all their recommendations to **Paul Brown** by the end of May or beginning of June at the latest.

**Mr. Brown** requested that the committee give him direction on the number of meeting rooms that each side will need and the maximum capacity of each so that he can go back and design a set of specific plans for the next meeting.

The committee came up with the following number of rooms and maximum capacity of each:

House Side:

- (3) Meeting rooms with a maximum capacity of 50
- (2) Meeting rooms with a maximum capacity of 75
- (1) Auditorium style meeting room with a maximum capacity of 150
- (14) Chairman offices plus room for future growth

Senate Side:

- (2) Meeting rooms with a maximum capacity of 50
- (2) Meeting rooms with a maximum capacity of 75
- (1) Auditorium style meeting room with a maximum capacity of 250-300
- (10) Chairman offices plus room for future growth

The committee decided to let **Paul Brown** look at the needs that have been discussed today and have him draw up some plans and then present them at the next meeting which has been scheduled for Friday, May 19<sup>th</sup>, from 9 am – 4 pm in the Senate Caucus room.

Meeting was adjourned at 4:35 pm.